

About Reimbursement for Your Let's Talk About It Presentation

Your time is important to us ...

The time you spend preparing your program presentation and your round trip driving time to the library is used as an **in-kind contribution to the grants which fund the programs**. We estimate that program scholars spend an *average* of 10 hours of preparation and 4 hours of travel time. Please document your actual time on the invoice in the box in the lower left hand corner by filling in the inclusive dates and the number of hours spent on both preparation activities and driving time. Do not count the actual program time.

A token of our appreciation ...

Program scholars receive an **honorarium of \$150.00** for each program presentation. The State Library is required to report honoraria payments totaling \$600 or more annually to the IRS, and a copy of form 1099-MISC will be sent to you in January if your payments have reached \$600 in the previous calendar year. If we do not have a copy of the W-9 Taxpayer Identification Number and Certification form you will receive one in this mailing. Payment of honoraria and travel expenses is made through the Office of the State Controller. The process takes from two to four weeks after your **signed invoice(s) [including in-kind match], receipts, and feedback form(s)** are received at the State Library. If you have questions, please contact Peggy McClendon at (208) 334-2150 ext. 275 [Boise area] /1-800-458-3271 [Idaho only] /pmcclend@isl.state.id.us .

A road more traveled...

Program scholars are reimbursed for out-of-town travel expenses incurred for their assigned program(s). All expense claims should be necessary and reasonable to the performance of the program scholar's duties and will be reimbursed according to amounts authorized in the project budget and in compliance with State of Idaho travel regulations:

*** Round trip mileage: \$.375 per mile** You must include your **car license number** on the invoice. **new rate January 2004*

Date / Location / Time: Record the date(s) of travel; the city you are traveling from; the city of your destination; the time you left for the program; and the time you arrive home after the program.

Meals and Overnight Lodging: Original receipts for meals & lodging are **REQUIRED**. Maximum meal allowance is **\$30.00** per day. When claiming meals for a partial day, record the actual meal cost plus gratuity, not to exceed amounts listed below:

Dinner **\$16.50** *Must leave home before 5 pm or arrive home after 7 pm*

Lunch **\$10.50** *Must leave home before 11 am or return home after 2 pm*

Breakfast **\$ 7.50** *Must leave home before 7 am or return home after 8 am*

Lodging will be reimbursed for actual costs up to **\$65.00** per night.

Your opinion counts ...

The enclosed program feedback form provides information to the project director for planning and preparing project reports and proposals. Please return the feedback form with your invoice.